

## Combining multiple documents into a single PDF

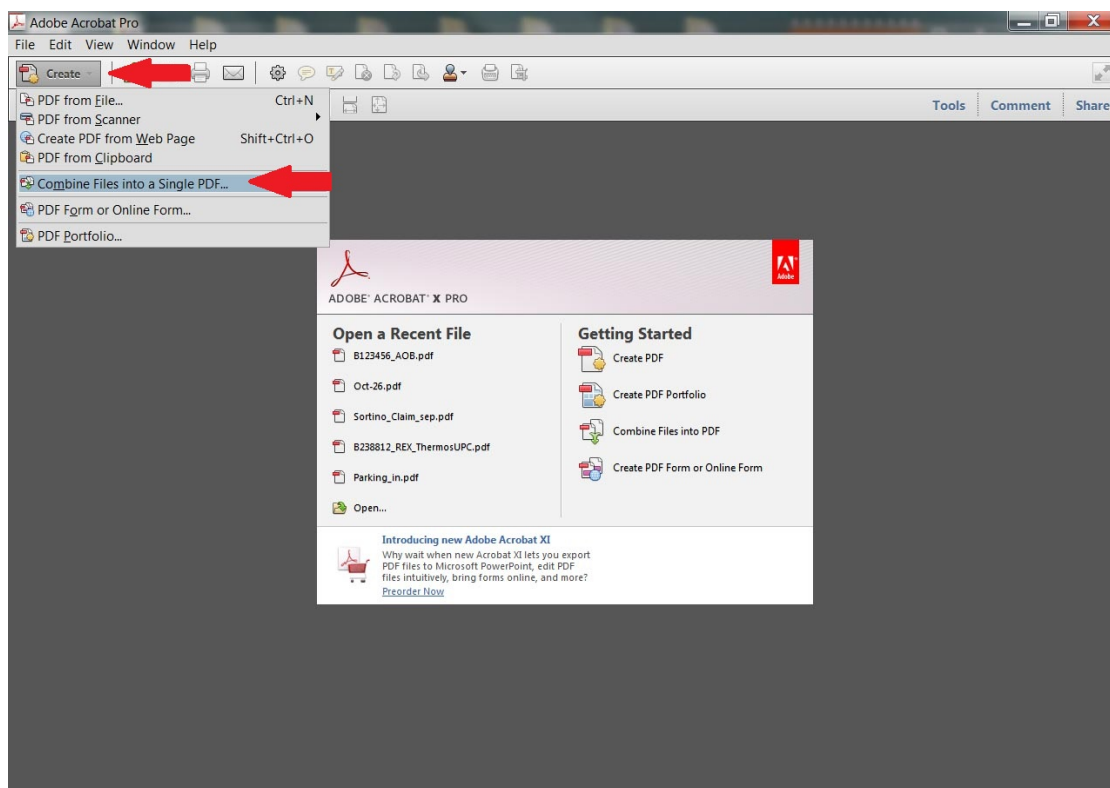
In many instances filers will need to merge several documents into a single PDF document for filing/submission purposes. If all the documents to be merged are PDFs, follow the instructions below to make a single PDF from several PDFs. If all the documents to be merged are not PDFs (e.g., print documents), see the directions at the bottom of this page. All of these instructions apply only to Adobe Acrobat X Pro. A Filing User utilizing other software to create PDFs must follow the software vendor's instructions for creating a single PDF from multiple PDFs.

### Making a single PDF from several PDFs

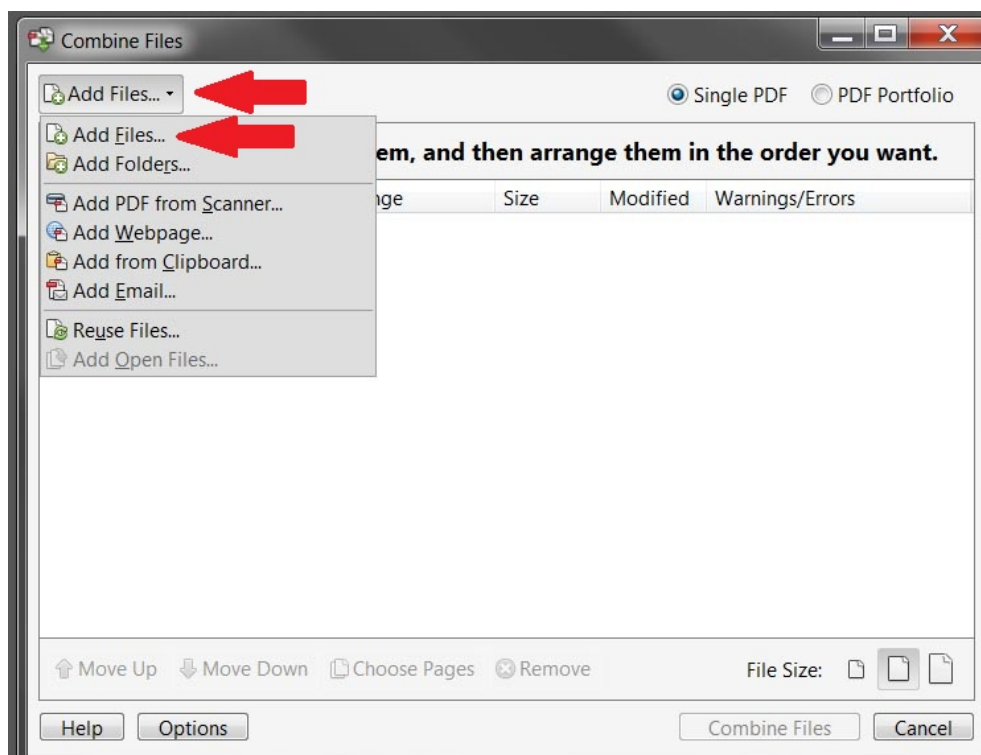
Open Adobe Acrobat X Pro

Click on **Create**

Click on **Combine Files into a Single PDF...**



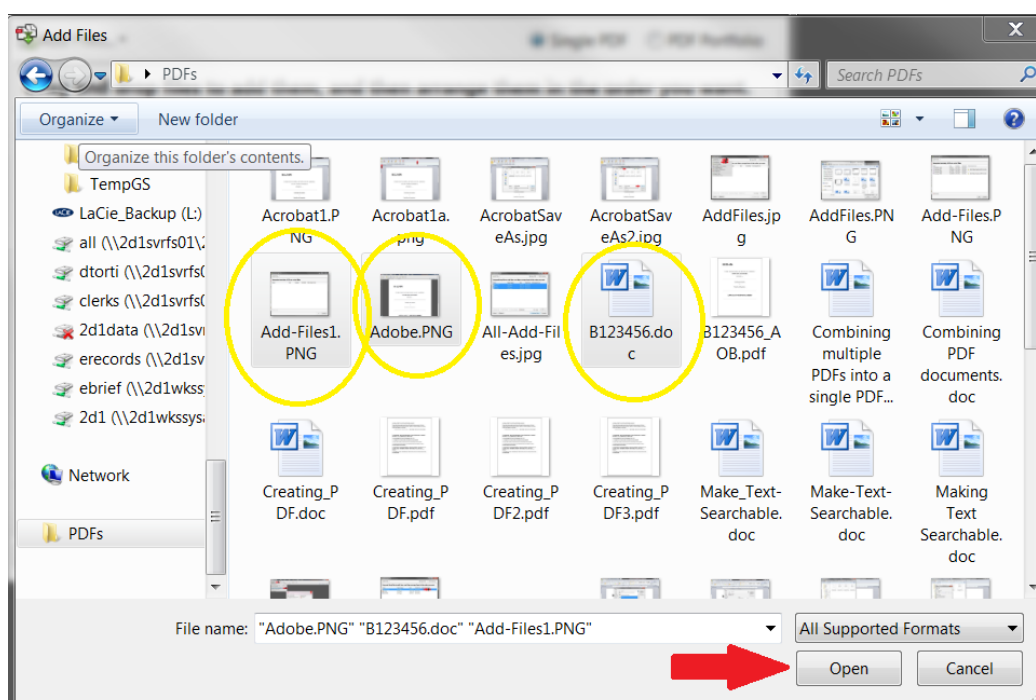
In the new window, click on **Add Files...**, then click **Add Files**



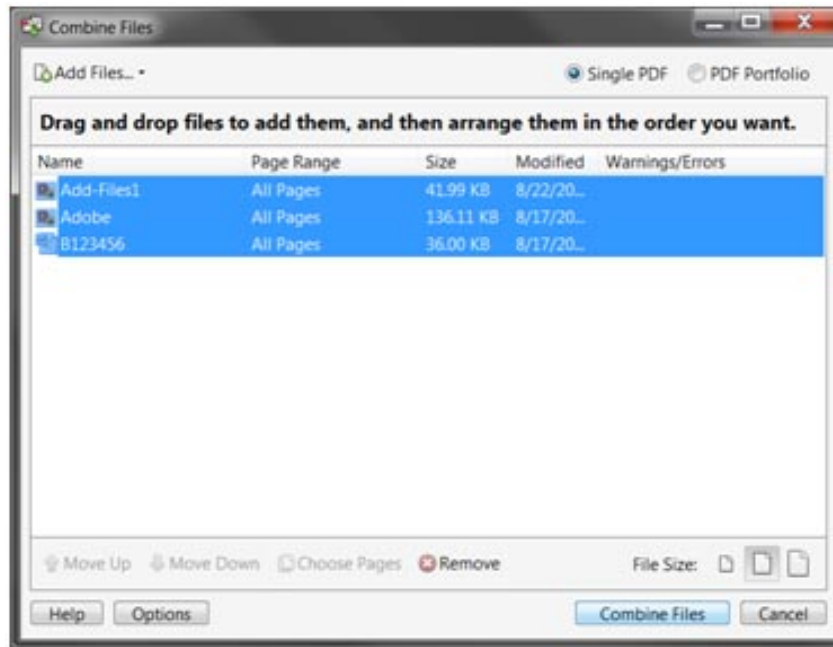
Select each file to be merged by clicking on the file name.

[Note: holding down the Ctrl key when clicking on a file name permits a Filing User to add more than one file at a time.]

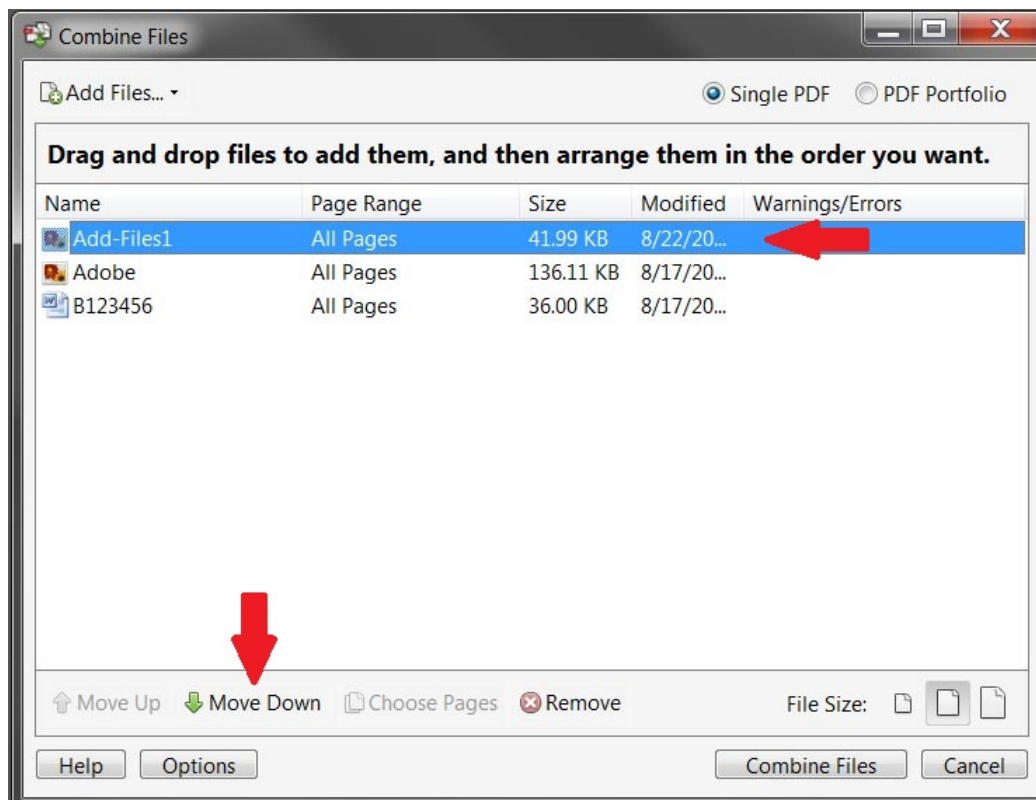
When finished selecting all files to combine, click the **Open** button at the bottom of the dialog box.



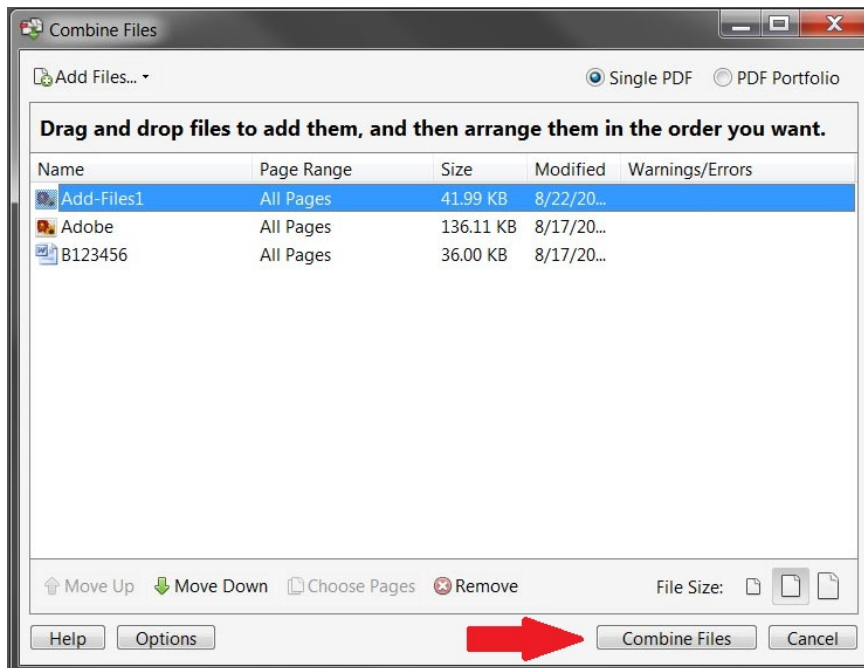
The selected files now appear in the Combine Files window



To change the order in which the files appear in the merged document, highlight the name of the file to move, then click the **Move Up** or **Move Down** button to move that file where it should appear on the list.



Once all the files are in the proper position on the list, click the **Combine Files** button



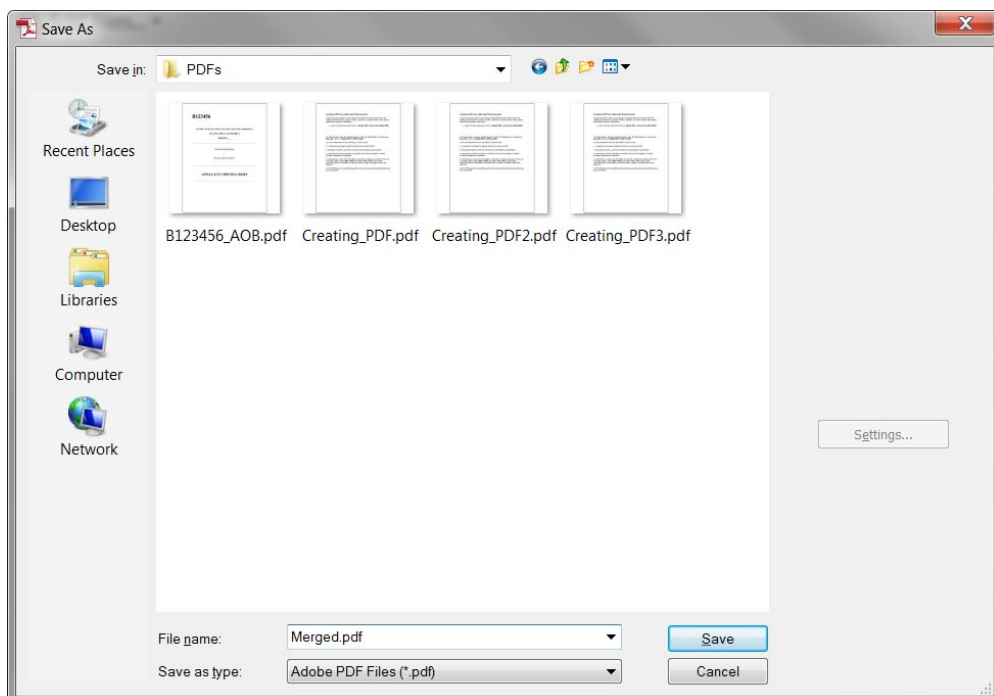
A new PDF of the merged documents in the selected order is created.

Click **File**

Click **Save**

a dialog box opens for saving the new merged PDF file

Click **Save**



## **Combining multiple documents in multiple formats into a single PDF**

If a Filing User wishes to combine documents that currently exist in various formats into a single PDF, the easiest process is to print out all the documents and scan them into a single document from a scanner that creates text-searchable PDFs. Before filing the PDF, the filer must verify that the resulting PDF is text-searchable and properly paginated.